

**Commissionerate of Collegiate Education, A.P**  
**Academic & Administrative Audit of Degree Colleges**

**Format for submission of Academic Advisors Report (AAR) 2017-18**

**Zone : II**

**District :Krishna**

COLLEGE PROFILE				
1	Name of the College, URL of Website, email and Phone number	MARIS STELLA COLLEGE, www.marisstella.ac.in, mscvja@gmail.com, 0866-2472332		
2	Name of the Principal, email & Mobile Number	Dr. Sr. Kulrekha Mudartha, kmudartha@gmail.com, 9440578007.		
3	Name of the Vice-Principal, email & Mobile Number	Dr. Sr. G. Innyasamma, innyasamma@gmail.com, 8008310233.		
4	Name of the IQAC Coordinator, email & Mobile Number	Dr. G. Littleflower, glflower1@gmail.com, 9912468692.		
5	Year of Establishment & details of land available if any	Established in 1962, Own land. Area : 20.12 acres		
6	Affiliating University & AISHE CODE:	Krishna University, Machilipatnam AISHE Code C-25318		
7	NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)	Re-accredited by NAAC at 'A' Grade( Third cycle) in 2013, CGPA 3.24		
8	UGC Recognition (2f & 12 B)	Recognised 2F & 12B		
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	9 am to 3.15 pm		
10	No. of Posts Sanctioned: 72	Regular Working: Aided -20, Unaided - 68	Contract Working:	Guest Working:
11	Course wise & year wise Students strength particulars ( Proforma enclosed)	Enclosed		
I-CURRICULAR ASPECTS				
	Item	Impression of Academic Advisor along with grade A(Good)/B( Satisfactory)/C (poor) after Observation		Recommendation/Suggestions by Academic Advisors
		Grade	Impression	
12	Implementation of Annual Institutional Plan	A	Implementing	-
13	Departmental Annual Curricular Plans	A	Prepared and implementing	-
14	Whether the above two circulated among Students?	A	Yes Maintained	-
15	College Activity Register 2017-18	A	Yes Maintained	-
16	College Calendar/College Magazine	A	Yes Maintained	-
17	Add-on Courses (Department-wise) completed during 2016-17	A	Yes Conducting	-

18	Add-on Courses (Department-wise) in 2017-18	A	Implementing	-
19	Coverage of Syllabus (Average Percentage)	A	Yes Covered	-
20	Teaching of Value added courses (HVPE & Foundation Courses)	A	Yes Conducted	-
21	No. of New UG & PG Courses introduced in 2017-18	A	Introduced new courses	-
22	Maintenance of Student Attendance Registers	A	Yes Maintained	-
23	Whether feedback on curriculum was obtained from stake holders and analysed	A	Yes collected	-
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	A	Good	-
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	A	Yes Good	-
26	Demand Ratio (Group wise)	A	Good	-
27	Percentage of differently abled students (Divyangjan) on roll	A	Good	-
28	Percentage of full time teachers against sanctioned posts in 2017-18	A	Very Good	-
29	Student - Full time teacher ratio	A	Good	-
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	A	Very Good	-
31	Teaching Diaries & Teaching Plans in Prescribed Formats	A	Doing Well	-
32	Use of ICT in teaching and learning	A	Yes. Maintained effectively	-
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc	A	Good number of staff using ICT	-
34	Co-Curricular Activities ( College level)	A	Good. doing Well	-
35	Seminars/conferences/workshops organised in 2017-18	A	Yes. Conducted	-
36	Academic Competitions ( College Level & Above)	A	Organized regularly	-
37	Conduct of Internal Examinations-Internal assessment	A	Doing Well	-
38	Teacher wise result analysis (MARCH/APRIL -2017 & SEP/OCT/NOV- 2017)	A	Good	-
39	Pass percentage of students (Group wise) in 2017-18	A	Good doing well	-

40	Percentage of students undertaking field projects / internships	A	Organizing field projects and internships	-
41	Remedial Classes	A	Yes Maintained	-
42	Conduct of Bridge course	A	Good. Conducting	-
43	Feed back on Teachers by Students and its analysis	A	Yes Maintained	-
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A	Yes Maintained	-
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
45	Is the College a Recognized Research Centre	B	Extend to some more departments	-
46	No. of Research Guides in the College	B	Advised to Apply for more departments	Advised to Apply for more departments
47	No. of Research Scholars working for M.Phil & Ph. D	B	Good	-
48	Major/Minor/Other Research Projects	A	Good	-
49	Research Papers Published in 2017-18 (International/ National )	A	Good number of papers published	-
50	Papers Presented in 2017-18 (International/ National/ State )	A	Good number of papers presented	-
51	Books Published in 2017-18 ( Single Author/ Co Author)	A	Advised the lecturers to write more books	-
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State )	A	Good. Staff are doing well	-
53	Record of Consultancy in 2017-18	A	Advised to extend the consultancy work to other staff also	-
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	C	Have to be implemented	Advised to start incubation center
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	A	Yes conducted	-
56	Record of MoUs in 2017-18	A	Maintained	-
57	Record of Subject/Department Related Extension Activities	A	Good. They have done social work, STARS	-
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	A	Conducted	-

59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	A	Yes organized	-
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	A	Students participated	-
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	C	-	-

#### IV-INFRASTRUCTURE AND LEARNING RESOURCES

62	Number of Class rooms, Labs and computing equipment	A	Good	-
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A	Excellent	-
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	A	Very Good	-
65	Budget allocated for infrastructure augmentation	A	Good	-
66	Library is automated using Integrated Library Management System	A	Yes automated	-
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	A	Good	-
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	A	Yes maintained	-
69	Expenditure for purchase of books and journals in 2017-18	A	Very Good	-
70	Percentage per day usage of library by teachers and students	A	Good	-
71	Student-Computer ratio	A	Excellent	-
72	Wifi in the campus	A	Available	-
73	Updation of IT facilities	A	Yes updated IT facilities	-
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	A	Yes. Expenditure incurred	-
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	A	very well established procedures	-

### V-STUDENT SUPPORT AND PROGRESSION

76	Average percentage of students benefited by scholarships by the Government in 2017-18	A	Good	-
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	A	Good	-
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	A	Very Good	-
79	Average percentage of placement of outgoing students in 2017-18	A	Good	-
80	Student grievances redressal mechanism	A	Yes maintained	-
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	A	Doing well	-
82	Percentage of student progression to higher education	A	Good	-
83	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.,)	C	Need to create awareness among students	-
84	Number of awards/medals for outstanding performance in sports/cultural activities	A	Good work	-
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	A	Yes. Implemented	-
86	Records of significant achievements in Sports & Games	A	Doing well	-
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	A	Yes organized	-
88	Alumni contribution in 2017-18 (In Rs)	A	Yes contributed	-
89	Number of Alumni Association / Chapters meetings held in 2017-18	A	Meetings conducted	-
90	Maintenance of JKC facilities & records	A	Good	-
91	Record of Student trained and placed in JKC	C	-	Advised to start JKC

92	Record of Anti Ragging cell	A	Maintained	-
93	Maintenance of drinking water	A	Yes. Very Good	-
94	Maintenance of sanitation	A	Good	-
<b>VI-GOVERNANCE AND LEADERSHIP</b>				
97	Staff Council Register	A	Good Maintained	-
98	Functioning of Committees in Administration ( Minutes of meetings)	A	Good Maintained	-
99	Awards/Achievements	A	Good	-
100	Use of ICT in Governance	A	Yes implementing	-
101	Perspective/Strategic plan and deployment documents	A	Yes implemented	-
102	Organizational structure of the Institution	A	Yes Good	-
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	A	Implemented	-
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	A	Good	Very Good
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	A	Yes organized	-
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	A	Good	-
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	A	Good	-
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	A	Yes funds received	-
109	Average number of quality initiatives by IQAC for promoting quality culture per year	A	Good quality initiatives	-
110	Participation in NIRF-2017	A	Participated	-
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A	Yes maintained	-
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>				
112	Percentage of power requirement of the Institution met by the renewable energy sources	A	Yes implementing	-
113	Waste Management steps taken	A	Steps were taken	-
114	Rain water harvesting structures and utilization in the campus	A	Yes structure is good	-



115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	A	Good	-
116	Green Practices(plastic free campus, green landscaping etc.,)	A	Implemented	-
117	Record of best/innovative practices by the institution	A	Good Yes, Maintained	-
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 ( should be available with the Principal & placed in Website	A	Maintained properly	-
119	The number of classes(per week) taken by the Principal	A	Good	-
120	Research projects/Publications/ study material developed in 2017-18 by the College	A	Yes available	-
College Grading - A				
Signature of the Vice-Principal <i>Dr. Divyasan</i>				
		Signatures of Academic Advisors		
Signature of the Principal <i>A. Lakshmi</i>		1	<i>Dr. Divyasan</i>	
Note: the Format is to be filled by the Principal and submitted to the Academic Audit Team.		2	<i>M. Anitha</i>	
		3	<i>K. Sujatha</i>	

PRINCIPAL  
MARIS STELLA COLLEGE  
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